



# **US Peace Corps Philippines**

**The United State Peace Corps program in the Philippines seeks qualified candidates for the position of:**

## **TRAINING ASSISTANT**

**(Code: TA)**

**TYPE OF CONTRACT: Personal Services Contract**

### **BASIC FUNCTION OF POSITION:**

Under the direction and supervision of the Training Manager, the Training Assistant supports activities primarily related to the administrative and logistical components of training programs within the directions, policies and procedures of Peace Corps/Philippines. May support design, implementation and evaluation of pre-service and in-service trainings (PST/IST) as assigned.

### **Major Duties and Responsibilities:**

#### **General**

- Understand and support Peace Corps' goals, philosophy, and mission in the Philippines. Study and understand the Trainees' and Volunteers' project plans and assignments.
- Become familiar with the overall objectives, design, and delivery of various PST/IST components.
- Act as integral training staff member; foster productive and cooperative working relationships among staff, Volunteers and communities.

#### **Administrative and Financial Administration**

- Assist the Administrative & Training Coordinator (ATC) in the development and implementation of policies and procedures regarding the use of and access to all Peace Corps and/or training site equipment and services.
- In strict coordination with the ATC, assist with fiscal, cost and budgeting controls and procedures, including the monitoring of goods and services, as well as coordinating the accounting, cost reporting and voucher system.
- Assist ATC in preparing vouchers for Walk-around allowances of PC Trainees, review travel claims and per-diem of staff, as well as coordinate other disbursements for services rendered in support of the PST and/or ISTs.
- Meet regularly with the ATC to report on all PST/IST financial, budgeting, and logistical

matters.

- Monitor PST Staff Cash Advances and Liquidations.

### **Events Management**

- Assist the ATC in arranging lodging needs with training venue (hotel) manager and thereafter reviews and reconciles bills at training venue.
- Assist ATC in coordinating any meal service required during Training of Trainers (TOT), PST orientation week, training days, and final PST week. Take care of timely reporting of meal costs.
- Reports to the ATC on a timely basis any upcoming requirements, and any concerns of the PST staff and Trainees.
- Assist in photocopying and preparation of training materials.
- Assist in scheduling all PC vehicles used for the PST/IST and, in conjunction with PST drivers, assure that all vehicles are kept in proper operating condition.

### **Other duties**

- Based upon the requirements of PST/IST trainings, identify and organize all logistical support necessary to facilitate staff, PCT/V travel and participants site visits, field trips, social and other events.
- Attend staff meetings to solicit the logistical needs for the training program.
- Be accessible to Trainees/Volunteers to provide technical and/or cultural information and insight.
- Assist PST staff to research and assemble information on community resources (bank, post office, and internet locations, markets, tourist attractions, and more).
- Participate in training sessions as appropriate or requested.
- Maintain a professional and positive public image with the training staff, Trainees/Volunteers and the local community.
- Attend assigned training sessions with other staff.
- Prepare final reports post-training as assigned.
- Demonstrate to Trainees/Volunteers an effective cross-cultural working relationship.
- Execute other tasks as determined by the ATC and TM.

**Acts as a COTR:** The Training Assistant acts a *Contracting Officer's Technical Representative* (COTR) for training contractual agreements.

**Act as a logistician:** The Training Assistant (TA) will be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST training site, or other locations as directed by the Contracting Officer. The TA will not be functioning as a procurement official but will only be acting as an intermediary between the Contracting Officer and the vendor. The TA will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer. The TA may also be required to courier cash to PC trainees or volunteers.

**Safety and Security Responsibilities:** Per MS270, all members of the Peace Corps must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with procedures for reporting and responding to safety and security incidents.

**Inherently Governmental Function (IGF) Documentation to include in PSC Statements of Work – if/when Post receives approval to modify the host country resident PSC contracts:**

**May be designated a sub-cashier.** (Designated by the Chief Financial Officer)

Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the DMO, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability? for funds after successful completion of the requisite training for performing sub-cashier duties. (See MS 760 and OFMH 13)

## **DESIRED QUALIFICATIONS**

### **1. Education:**

College degree required, preferably in the areas of community development, education, or training.

### **2. Prior Work Experience:**

At least three years of progressively responsible work in training and events management, with demonstrated experience and passion for work within an intercultural context is required. *Prior work in the area of volunteer training, and experience working with Peace Corps would be an advantage.*

### **3. Language Proficiency:**

Level IV proficiency in English and Filipino, and the ability for cross cultural communication skills. *Proficiency in a major Filipino dialect would be an advantage.*

### **5. Knowledge:**

Good working knowledge of training and events management, as well as general administrative support skills are required for this position.

### **6. Abilities and Skills:**

Excellent computer skills. Good working knowledge of administrative procedures, organizational skills and accounting/budgeting skills. Physically fit to work long hours

and to travel in the Luzon and Visayas regions. Able to work responsibly & efficiently with minimum supervision.

**SALARY AND BENEFITS:**

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Supplemental retirement program, fully funded by Peace Corps
- Medical/Hospital benefits patterned to US Embassy benefits program
- Overseas training opportunities sponsored by Peace Corps

**PROCEDURES FOR APPLICATION:**

**Interested applicants for this position must submit a cover letter and a comprehensive resume (CV) via email, in MS Word or PDF format of *not more than 10MB* to [vacancy@ph.peacecorps.gov](mailto:vacancy@ph.peacecorps.gov).**

**Position is open until filled. However, only applicants who satisfactorily meet the requirements will be contacted. For any question, please email [vacancy@ph.peacecorps.gov](mailto:vacancy@ph.peacecorps.gov).**